

# Employee Assistance Program

## Training Request Form

50 Briar Hollow Lane, Suite 290W Houston TX 77027

Phone: 832-393-6510

**Please clearly complete all sections**

First Name	Last Name	Email
Department	Phone	Work Location
Training Date/Time	Training Location	Number of Attendees

### Select the type(s) of training(s) you are requesting

<input type="checkbox"/>	Alcohol and Substance Abuse	<input type="checkbox"/>	Alcohol and Other Drugs at Work: What Employees Should Know
<input type="checkbox"/>	Anger Management	<input type="checkbox"/>	10 Excuses Employees Give When Confronted for Reasonable Suspicion
<input type="checkbox"/>	Critical Incident Management	<input type="checkbox"/>	Alcohol and Other Drugs at Work (Supervisors' training)
<input type="checkbox"/>	Dealing with Difficult People	<input type="checkbox"/>	EAP Essentials (Training for Supervisors)
<input type="checkbox"/>	Navigating Grief and Loss	<input type="checkbox"/>	Drugs and Alcohol, Supervisor Training
<input type="checkbox"/>	Handling Emotions in the Workplace	<input type="checkbox"/>	Stress Management
<input type="checkbox"/>	Preventing Workplace Violence	<input type="checkbox"/>	Five Essential Stress Management Tips
<input type="checkbox"/>	Understanding Signs and Symptoms of Suicide	<input type="checkbox"/>	Specialized Topic (please explain)

Please note that all handout material for the presentation will be sent to the site coordinator one week before the presentation. Please print copies for the attendees. It is the responsibility of the department to print materials for distribution.

Please complete and return this form to: 50 Briar Hollow Lane, Suite 290W Houston TX 77027

Fax: 713-964-9946 or email [employeeassistanceprogram@houstontx.gov](mailto:employeeassistanceprogram@houstontx.gov) or by phone at 832-393-6510

Your form will be reviewed within two weeks of receipt and you will be notified

### For office use only

Receipt Date:	Approval: Yes No
Training Date/Time:	Facilitator:

Filename: 2017 EAP Training Request Form.docx  
Folder: /Users/nicholeroobinson/Library/Containers/com.microsoft.Word/Data/Document  
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Template: /Users/nicholeroobinson/Library/Group Containers/UBF8T346G9.Office/User  
Content.localized/Templates.localized/Normal.dotm  
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Author: Ogidan, Sarnia - HR  
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